

DD/A Registry

83-2023/1

3 October 1983

MEMORANDUM FOR: Chief, Logistics Services Division

VIA: Deputy Director for Administration

FROM: Robert A. Ingram, M.D.
Director of Medical ServicesDD/A REGISTRY
FILE: 100-3-1

SUBJECT: Agency Emergency Support Plan

REFERENCE: dated 17 August 1983, same subject

STAT

1. The Office of Medical Services' response to Agency emergencies is contingent upon, but not limited to, such things as the nature and extent of the emergency, occurrence during duty or non-duty hours, and the response of other Agency components, e.g., proceed with or cancel applicant processing. During normal duty hours, the Deputy Director, Office of Medical Services and/or his alternates (Executive Officer and Chief, Registrar and Support Division) will report to the Agency Emergency Support Center (ESC):

<u>Name</u>	<u>Title</u>	<u>Black</u>	<u>Red</u>	<u>Green</u>	<u>Home</u>

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The OMS ESC representative will determine medical action, resources and personnel required to meet the emergency and to remain on duty.

2. During non-duty hours, the Medical Services Duty Officer will report to the ESC and initiate the OMS crisis situation response through the Director, Office of Medical Services. As is current practice, the OMS Duty Officer schedule will be forwarded to you every six weeks.

STAT

Robert A. Ingram, M.D.

Attachment:

OMS Notice - Emergency Action Plan

SUBJECT: Agency Emergency Support Plan

APPROVED:

Harry E. Fitzwater

7 OCT 1983

Deputy Director for Administration

Date

Distribution:

Orig - Addressee

2 - DDA

1 - D/MS

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ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>Don</i>	<i>DP</i>	<i>5 Oct 83</i>
2. <i>EC/ADA</i>	<i>E</i>	<i>9 OCT 1983</i>
3. <i>ADA</i>		<i>17 OCT 1983</i>
4. <i>ADA</i>	<i>J</i>	<i>15 Oct 1983</i>
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

1-2 OMS sent their response through ADA because their emergency list includes office division chief or deputy. The attachment will be part of the Discrete Emergency Handbook.

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
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5041-102

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